

CONFIDENTIAL

13 APR 1963

MEMORANDUM FOR: Deputy Director (Research)

SUBJECT : Designation of Scientific Pay Schedule Positions

13 April 63

1. The recently published regulation on Management of Specially Qualified Scientific Personnel [ ] establishes a requirement for identifying these scientific positions which should be designated as Scientific Pay Schedule positions. The Scientific and Technical Personnel Advisory Committee discussed this requirement at its first meeting and agreed that the initial process of identifying these positions should be carried out on an Agency-wide basis so that appropriate recommendations for establishing dollar and numerical ceilings could be made promptly.

2. We would therefore like to have your recommendations as to positions in components under your jurisdiction which you believe should be included in the initial designation of such positions. The Scientific and Technical Personnel Advisory Committee is responsible for reviewing all positions proposed for such designation and advising the Comptroller concerning budgetary, ceiling, and pay aspects of such action.

3. As you know, the recommendation that the Scientific Pay Schedule be approved indicated that it would be used sparingly at first in order to insure an orderly implementation of this new system. Therefore, your recommendations should be geared to approved budgeted activities and programs and should list separately requirements for FY 1964 and FY 1965. You should also specify in each case whether the position will initially be filled from outside of the Agency or from within. Finally, your recommendations should include the following supporting data:

- a. Description of the nature of scientific or technical work to be performed;
- b. Statement of the accomplishment expected of the incumbent; and
- c. Explanation of the basis of the need for expert scientific qualifications.

4. I would appreciate receiving your recommendations by 31 May 1963 in order that we may proceed as quickly as possible with the initial designation of positions under the Scientific Pay Schedule. [ ] Chief, Salary and Wage Division, extension [ ] is available to provide any assistance which your staff may desire in connection with the implementation of this program.

/s/ Emmett D. Echols

Emmett D. Echols  
Director of Personnel

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